

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT JUSTICE, HOUSING, EMPLOYMENT & EDUCATION RESOURCES**

VACANCY ANNOUNCEMENT

Staff Assistant II

THIS IS NOT AN OFFICIAL EXAMINATION

The Countywide Housing, Employment and Education Resource Development (CHEERD) Division is seeking a qualified mental health professional to fill a vacant Staff Assistant II position for the Temporary Shelter Program (TSP), Employment and Education and Innovation units.

EXAMPLES OF DUTIES:

- Review, revise and process a large volume of time sensitive TSP invoices monthly
- Track multiple encumbrances, allocations and expenditures and prepare monthly utilization reports using Excel
- Complete complex TSP client information reports monthly using Excel
- Complete TSP client outcome charts using Excel
- Liaison to Provider Reimbursement
- Prepare the end of Fiscal Year accounts payable and cancellation reports
- Collect and track the monthly submission of DMH/Department of Rehabilitation (DOR) Cooperative Agreement certified time reports and submit the processed certified time report to accounting for payment
- Prepare the DOR projected versus actual outcome reports
- Complete the IMHT invoices received and expenditures tracking logs monthly
- Provide administrative support to management including formatting forms
- Supervise a Senior Typist Clerk

DESIRABLE QUALIFICATIONS:

- Extensive ability to use Excel including formulas
- Excellent oral and written communication skills
- Strong interpersonal skills
- Outstanding attention to details
- Strong organizational skills and ability to prioritize work assignments
- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff
- Flexibility and willingness to alter planned work flow to accommodate the Division's needs
- Ability to plan, assign and monitor a subordinate's work

Interested individuals holding the payroll title of Staff Assistant II are encouraged to email or fax their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

Countywide Housing, Employment and Education Resource Development

ATTN: Lise Ruiz

695 S. Vermont Ave. 10th Floor

Los Angeles, CA 90005

FAX: (213) 637-2336

AN EQUAL OPPORTUNITY EMPLOYER